



FACES.NET Training Courses November 2008

CONTENT	Pages
Courses at a glance.....	1
Course descriptions.....	2 - 6

FACES.NET Training for the month November of located at **702 H ST., NW** unless otherwise specified.
Questions? Call 202-434-0009.

November Calendar At-a-Glance

Date	Course Title (at-a-glance)
November 3 and 5, 2008	FACES.NET CPS (070)
November 7 and 21, 2008	FACES.NET Workday
November 12 -14, 2008	FACES.NET Pre-Services CFSA (070)
November 17, 2008	FACES.NET Overview
November 17, 2008	FACES.NET Management Reports Overview
November 18, 2008	FACES.NET Provider/OLM
November 18, 2008	FACES.NET Adoptions
November 19, 2008	FACES.NET Finance Overview
November 20, 2008	FACES.NET Provider Web
November 20, 2008	FACES.NET CPS (MPD Detectives Only)

Course Title	Date	Course Description	Target Audience	Location
FACES.NET CPS (070)	November 3 and 5, 2008 9:00 AM – 4:00 PM	<p>The FACES.NET CPS Overview course is a one and a half day course designed for both Hotline Workers and Investigation Workers. The course will educate workers about the new and improved FACES application. We will begin with an informative slide-show, covering the basic lay-out of the system, navigational changes, and security matters. The FACES CPS track has gone through major functional enhancements, and there is an exciting new flow to the hotline. For instance, a new Decision Tool screen has been added to the Intake track to aid workers in making that often difficult decision of screening out or accepting an intake call. This decision tool is intended to streamline the manner in which hotline calls are handled. Learn about new functions such as the decision tool and much more in FACES.NET training. Workers will gain hands-on experience by entering CPS information into a test environment to make training more realistic to your everyday practice.</p> <p>Who Should Enroll? CFSA Hotline Workers and Investigation Social Workers</p>	This session is for employees working under the CPS and Investigations Administration at CFSA.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)
FACES.NET Workday	November 7 and 21, 2008 9:00 AM – 4:00 PM	<p>FACES.NET Workdays are designed for workers to access their cases in FACES.NET. Workers will be able to work in an environment to “catch up” on recording pertinent information in their own cases. Members of the Trainer Team will be available if needed for assistance. Workers may come in for any part of the day agreed upon by the worker and trainer.</p> <p>Who Should Enroll? Any internal or external case-carrying workers.</p> <p>Prerequisite: FACES.NET Pre-service or Core Training.</p>	All CFSA or consortium workers who have security clearance to access their own FACES.NET workloads are welcome to sign up for the FACES.NET Workday. Because of the limited number of spaces, workers should always enroll in advance. Supervisory approval is necessary for enrollment.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)

FACES.NET Pre-Services CFSA (070)	November 12 – 14, 2008 9:00 AM – 4:00 PM	<p>The Pre-Service three-day course is for members of the CFSA (070) Training Orientation class. It will cover navigation in FACES.NET and the basics of case management. Major topics of the sessions include entering client information and contacts, as well as correctly recording the removal and placement of a child. Social workers will also create a court report and case plan, and work with related court, assessment, and services screens in FACES.NET. Also in this course, social workers will learn the techniques of searching the FACES.NET database, entering collaterals, closing a case, and signing up for training online.</p> <p>Who Should Enroll: New CFSA Social Workers Only.</p> <p>Prerequisite: None.</p>	The training is intended for new employees of CFSA (070) Training Orientation class. After successful completion of <u>all</u> 3 days of this course, the participant will be given security clearance to access the FACES system. Please note the supervisors will need to have their employees fill out a CFSA demographic and security form and submit that paperwork to Human Resources. Fax to CISA at 202-434-0098.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)
FACES.NET Management Reports Overview	November 17, 2008 9:00 AM – 12:00 PM	<p>FACES.NET Management Reports Overview training is designed to help CFSA and Private Agency social workers become sufficiently familiar with accessing the reports. Students will become knowledgeable on how to effectively navigate the report screens and how to download reports to Excel spreadsheets. They will use analysis tools to track case-plan, visit and other specific reports related to their job function.</p> <p>Who Should Enroll? This three-hour course is designed for CFSA and Private Agency Managers and social workers.</p> <p>Prerequisite: FACES.NET Overview Training or equivalent experience.</p>	They will use analysis tools to track case-plan, visit and other specific reports related to their job function.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)
FACES.NET Overview	November 17, 2008 9:00 AM – 4:00 PM	This one-day course covers navigation in FACES.NET Overview and the basics of case management. Major topics of the session include entering client information and contacts. Attendees will also get an introduction to the removal and placement, court, and case plan	This session is designed for individuals from the Private Agencies who are responsible for inputting placement information that will trigger	CISA/FACES 702 H Street NW Washington, DC 20001

		<p>screens in FACES.NET. Also in this course, social workers will learn the techniques of searching the FACES.NET database and signing up for training online.</p> <p>Who Should Enroll? New CFSA and External Agency employees needing limited access to FACES.NET</p> <p>Prerequisite: None.</p>	payments for children in your care, and Monitors who are responsible for overseeing this process.	(Second Floor)
FACES.NET Provider/OLM	November 18, 2008 9:00 AM – 4:00PM	<p>The FACES.NET Provider course is a one day course for workers in Resource Development Units of the external agencies. The course will educate workers about the new and improved FACES application. FACES.NET showcases new looks and new navigational methods that will make your data entry experience more pleasant. The course will begin with a slide-show, covering the basic lay-out of the system, navigational changes, and security matters. Workers will then get hands-on experience in recording placement and service provider information. With FACES.NET, you now have the capability to print out your home studies from the system! As an added bonus, the Provider Directory is now available on both the CFSA <u>Intranet</u> as well as the <u>Internet</u>. This means that now external agencies can also see the community-based providers that are available for our clients by visiting the Provider Directory on the web.</p> <p>Who Should Enroll? This training is intended for individuals from the External Agency or License and Monitoring Administration.</p> <p>Prerequisites: None.</p>	This training is targeted at workers from the external agencies' Resource Development Unit or other workers with parallel functions.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)
FACES.NET Adoptions	November 18, 2008 9:00 AM – 12:00PM	<p>This FACES.NET Adoptions Overview course is a half day course designed for workers in the Adoptions Services Division of the Permanency and Family Resources Unit. The course will educate workers about the FACES application. The course will begin with a</p>	This training is targeted at workers from the Adoptions Unit at CFSA.	CISA/FACES 702 H Street NW Washington, DC 20001

		<p>slide-show, covering the basic lay-out of the system, navigational changes, and security matters. Once workers have a basic knowledge of the system, the course will become more focused, concentrating on the screens necessary to track an adoption in FACES.NET (i.e.: reviewing placement, permanency goals and, termination of parental rights screens). These topics will be discussed and practiced within a test environment to make training more realistic to your everyday practice.</p> <p>Who Should Enroll? Workers in the Adoptions Services Division of the Permanency and Family Resources Unit.</p>		(Second Floor)
FACES.NET Finance Overview	November 19, 2008	<p>The FACES.NET Finance Overview course is a half day course for workers in the Finance Unit at CFSA. The course will educate workers about the FACES application. FACES.NET showcases navigational methods that will make your data entry experience more pleasant. The course will begin with a slide-show, covering the basic lay-out of the system, navigational changes, and security matters. Workers will then get hands-on experience in recording financial information.</p> <p>Who Should Enroll? This training is intended for individuals from the Finance Unit at CFSA.</p> <p>Prerequisites: None.</p>	This training is targeted at workers from the Finance Unit at CFSA.	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)
FACES.NET Provider Web	November 20, 2008 9:00 AM – 12:00 PM	The Provider Web half-day course will cover how to enter emergency placements into FACES.NET, including tracking, updating and reconciling placements for contracted providers. One of the enhanced features within the Placement Provider Web is the Monthly Placement Utilization Report, commonly referred to as MPUR. Training will cover submitting MPURs as monthly invoices. After successful completion of this	The training is intended for new employees at CFSA or outside agencies who will not be handling cases but who need general knowledge of FACES.NET (including SSA's). After successful completion of this course, the participant will	CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)

		<p>course, the participant will be given security clearance to access the FACES.NET Provider-Web system.</p> <p>Who Should Enroll? This training is intended for individuals from the External Agency who are responsible for inputting placement information that will trigger payments for children in that agency's care.</p> <p>Prerequisites: None.</p>	<p>be given limited security clearance to access the FACES.NET system. Note: The training supervisor will need to register new employees in FACES.NET in order to enroll their employees for FACES.NET training online.</p>	
<p>FACES.NET CPS (MPD Only)</p>	<p>November 20, 2008 1:00PM – 4:00PM</p>	<p>The FACES.NET CPS MPD Overview course is a half day course designed for MPD Detectives. The course will educate workers about the FACES application. We will begin with an informative slide-show, covering the basic lay-out of the system, navigational changes, and security matters. The FACES CPS track has gone through major functional enhancements, and there is an exciting flow to the hotline. Workers will gain hands-on experience by entering CPS information into a test environment to make training more realistic to your everyday practice.</p> <p>Who Should Enroll? MPD Detective Only</p>	<p>The training is intended for MPD Detectives who are accessing CFSA client records.</p>	<p>CISA/FACES 702 H Street NW Washington, DC 20001 (Second Floor)</p>